



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND

200 STOVALL STREET

ALEXANDRIA, VA 22332 2300

IN REPLY REFER TO

NAVFACINST 5050.12H

FAC HQO

3 September 1998

NAVFACINST 5050.12H

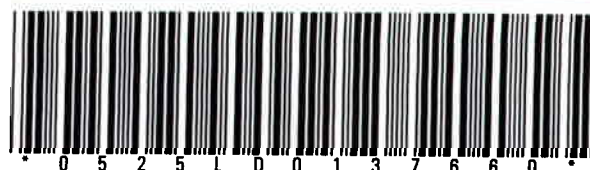
From: Commander, Naval Facilities Engineering Command

Subj: POLICY AND PROCEDURES CONCERNING THE SCHEDULING OF  
CONFERENCES INVOLVING THE EXPENDITURES OF TEMPORARY  
ADDITIONAL DUTY (TAD) FUNDS

Ref: (a) OPNAVINST 5050.24E  
(b) SECNAVINST 4651.8L  
(c) CPI 410.8  
(d) WHS Interoffice Memorandum of 24 Sep 96

Encl: (1) Guidance and Procedures for Approving Individual Attendance at Conferences

1. Definition. The term "Conference" as used in this instruction includes all conferences, meetings, seminars, workshops and similar gatherings scheduled on a regular, periodic or one-time basis which require the expenditure of TAD funds for travel and per diem.
2. Purpose of Instruction.
  - a. To establish criteria for the scheduling and/or approval of Naval Facilities Engineering Command (NAVFACENGCOM) sponsored/co-sponsored conferences when the expenditure of NAVY TAD funds is required.
  - b. To establish policy, approval authority and procedures for requesting attendance by individuals (military and civilian) at either NAVFAC or non-NAVFAC sponsored conferences.
3. Cancellation. NAVFACINST 5050.12G
4. Discussion. The scheduling of and/or attendance at conferences requiring the expenditure of TAD funds must be controlled and monitored. This is particularly important in an era of continually declining resources. Higher echelon directives provide guidance and requirements aimed at minimizing the cost of attendance.



Conferences are not appropriate if the subject matter can be transmitted by directive, telephone, video teleconferencing (VTC), or other means at a fraction of the cost without significant reduction of effectiveness.

- a. Reference (a) provides policy for controlling the scheduling of conferences requiring TAD funds. The objective is to conserve funds by approving only those events that are directly related to the assigned mission and ensuring that anticipated results justify the cost.
- b. Reference (b) delineates specific criteria, procedures and approval authorities for attendance at and participation in conferences by military personnel.
- c. Reference (c) provides policy guidance for civilian attendance at and participation in conferences.
- d. Reference (d) provides guidance for agencies in the National Capital Area to acquire commercial conference space when government owned/controlled space is not available.

5. Policy. It is NAVFACENGCOM policy that:

- a. The scheduling of all Command sponsored conferences involving the expenditure of TAD funds shall be kept to a minimum, both in terms of the number of conferences and the number of attendees, consistent with effective administration of the mission.
- b. Conference objectives shall be clearly spelled out and related to assigned mission. Expected results shall be commensurate with the expenditure of labor and funds.
- c. The conference approach must be considered the most cost effective means of accomplishing the objectives.
- d. The selection of the conference site shall follow a cost effective approach based primarily upon the geographical dispersion of the proposed attendees. Such costs as travel, per diem rates, BOQ and conference space availability must be considered and minimized. (Note: General Services Administration (GSA) Bulletin FOMR A-83 of 01 Apr 83 provides a conference location selection model.)
- e. Conferences shall be conducted in government or other no-cost space, except when a waiver is granted by the authorized administrative official.

## f. Conference Costs.

1. Expenses related to special events, entertainment, receptions or cocktail parties are not supportable and must not be included.
2. Luncheon cost may be included only if they are integral to full participation in the conference. Attendance by participants is required and formal conference business (e.g. a speaker, panel discussion, etc.) is conducted during the luncheon.
3. Attendees receiving per diem must note on their travel claim that a meal(s) was/were provided so that appropriate adjustment may be made as provided for the Joint Travel Regulation (JTR).
4. Legitimate, allowable and approved conference expenses (e.g., space rental, "working" lunches, speaker fees, equipment usage, etc.) may be paid for by the activity charging a registration fee that is reimbursable to TAD participants. Registration fees for mementos or refreshments (e.g. coffee and doughnuts or cocktail parties) are not reimbursable to TAD participants.

## g. Co-Sponsored Conferences.

1. Co-sponsored conferences are defined as conferences that are jointly sponsored by NAVFACENGCOM together with one or more other entities (e.g. DOD component, professional society, Federal agency, etc.)
  2. Headquarters or field command co-sponsors shall not obligate funds to any organization for the purpose of holding a conference prior to procurement approval.
6. Action. Addressees shall adhere to the criteria set forth in this instruction. Specific mandates from higher authority (SECDEF, SECNAV, etc.) to achieve specific objectives may temporarily supersede existing policy.



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VICE COMMANDER

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NAVFACINST 5050.12H

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GUIDANCE AND PROCEDURES FOR APPROVING INDIVIDUAL ATTENDANCE AT  
CONFERENCES

1. Definition. A gathering of people involving a prearranged agenda, speakers and participants for sharing or disseminating information, discussing, consulting and/or reaching consensus. Symposia, seminars, conventions, expositions and workshops are normally included under this definition.

2. General.

- a. Activities shall establish local procedures to ensure compliance with the policies and requirements set forth in references (a) through (c), this instruction and this enclosure. Requests for attendance at conferences shall have the prior written approval of the appropriate authority.
- b. Requests shall be approved only when there is a clear and direct relationship between the conference agenda and the mission related duties and responsibilities of the proposed attendee.
- c. Attendance shall be limited to the minimum number necessary for accomplishment of mission oriented objectives.
- d. Personnel generally will not participate in conferences sponsored by commercial firms, consultants or industrial associations which charge the Navy high registration fees.
- e. Documentation shall be maintained on all conference approvals for record purposes.

2. Approval Authority.

- a. Military requests for attendance at conferences shall be approved only by Commanders/Commanding Officers.
- b. Civilian requests for attendance at conferences shall be approved only at the Director level or higher.

3. Forms. Requests for attendance at conferences shall be submitted on NAVSO 12000/2 (or OPNAV 5050/11) and shall follow locally established procedures. In some cases, as explained in reference (c), civilian requests should be submitted on a DD 1556.